

COMMENDATION REQUEST FORM

Office of the Mayor, 815 Washington Street, Reading, PA 19601
Phone: (610) 655-6234 / Fax: (610) 655-6549 / Email: mayor@readingpa.org

*Commendation: A formal citation given in recognition of an outstanding achievement such as bravery or service.
Proclamation: An official formal public announcement.*

Commendations are issued to honor individuals. If recognition is desired for someone who has made significant contributions of importance to the City of Reading, a commendation may be requested by completing a commendation request form. The Mayor's office reserves the right to modify or deny any Commendation request. Your request will go through an internal review process, so it is necessary to submit this form in a timely manner. **Your request must be received by the Mayor's office at least two weeks prior to the date the document is needed to insure completion.**

Please print, complete your request form, and submit the hard copy via fax, mail, hand deliver, or email. Please fill all fields of the request, including additional pages for more space.

Date of Request:

Date Commendation is needed:

Your Name:

Your address:

Your Phone and Email:

Name of person to receive Commendation:

Address of person to receive Commendation:

Biographical information of the individual:
(additional pages may be added)

Reason for Commendation:

Significant contributions of the individual:

Date and type of event being planned for the individual:

Action to be taken when the Commendation is ready for pickup: (please circle one)
Call me Email Mail